

SECTION 3: Assurance of Organic Integrity**NOP Rule 205.201(a), 205.270 and 205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC INTEGRITY

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination?

☐ Yes ☐ No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program*.

If no, do you have plans to implement an organic integrity program?

☐ Yes ☐ No

C. MONITORING

Do you have a Quality Assurance program in place?

☐ Yes ☐ No

If yes, what program do you use? ☐ ISO ☐ HACCP ☐ TQM ☐ other (specify)

Are any outside quality assessment services used (e.g. AIB)?

☐ Yes ☐ No

If yes, name of company

Product testing: (Check all that apply)

☐ ingredients tested prior to purchase ☐ ingredients tested upon receipt ☐ products tested during production
☐ finished products tested ☐ other (specify)

SECTION 3: Assurance of Organic Integrity C. MONITORING (continued)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

☐ GE testing ☐ letters from manufacturers ☐ other (specify)

Are ingredient samples retained?

☐ Yes ☐ No

If yes, how long?

Are finished product samples retained?

☐ Yes ☐ No

If yes, how long?

Do you have a product recall system in place?

☐ Yes ☐ No

D. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓)	CHECK IF CLEANING IS DOCUMENTED (✓)	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- ☐ sweeping ☐ scraping ☐ vacuuming ☐ compressed air ☐ manual washing ☐ clean in place (CIP)
☐ steam cleaning ☐ sanitizing ☐ other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQUENCY	CHECK IF CLEANING IS DOCUMENTED (✓)
Receiving area					<input type="checkbox"/>
Ingredient storage					<input type="checkbox"/>
Product transfer					<input type="checkbox"/>
Production area					<input type="checkbox"/>
Production equipment					<input type="checkbox"/>
Packaging area					<input type="checkbox"/>
Finished product storage					<input type="checkbox"/>
Loading dock					<input type="checkbox"/>
Building exterior					<input type="checkbox"/>
Accidental spills					<input type="checkbox"/>
Other (specify)					<input type="checkbox"/>

Are all surfaces which contact organic products food grade?

☐ Yes ☐ No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

☐ Yes ☐ No

Where are cleaning/sanitizing materials stored?

SECTION 3: Assurance of Organic Integrity (continued)**F. PACKAGING**

Check types of packaging material used: ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil
☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area?

☐ Yes ☐ No

If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?

☐ Yes ☐ No

If yes, describe exposure, including name of products used.

Are packaging materials reused?

☐ Yes ☐ No

If yes, describe how reusable packaging materials are cleaned prior to use.

G. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IDENTIFICATION NAME OR NUMBER	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage				<input type="checkbox"/>	
Packaging material storage				<input type="checkbox"/>	
In-process storage				<input type="checkbox"/>	
Finished product storage				<input type="checkbox"/>	
Off-site storage*				<input type="checkbox"/>	
Other (specify)				<input type="checkbox"/>	

*If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.

H. TRANSPORTATION OF ORGANIC PRODUCTS**Incoming:**

In what forms are incoming products received?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ metal drums ☐ cardboard drums ☐ paper bags
☐ foil bags ☐ other (specify)

How are incoming products transported?

Do you arrange incoming product transport?

☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements?

☐ Yes ☐ No

Are transport units used to carry non-organic products or prohibited substances?

☐ Yes ☐ No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

Are organic products shipped at the same time as non-organic in the same transport units?

☐ Yes ☐ No

If yes, check all steps taken to segregate organic products:

- ☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers
☐ other (specify)

SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)**In-Process:**

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

Outgoing Finished Product:

In what form are finished products shipped?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ paper bags ☐ foil bags ☐ metal drums ☐ cardboard drums
☐ mesh bags ☐ cardboard cases ☐ plastic crates ☐ other (specify)

How are outgoing products transported?

Do you arrange outgoing product transport?

☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements?

☐ Yes ☐ No

Are transport units used to carry non-organic products or prohibited materials?

☐ Yes ☐ No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

Are organic products shipped at the same time as non-organic in the same transport units?

☐ Yes ☐

No

If yes, check steps taken to segregate organic products:

- ☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers ☐ other (specify)